


FOUNDATION WARRANT DOs and DON'Ts

1. **Do not** route a “fillable” pdf through email for approvals, you should print the document to pdf prior to attaching to an email. Fillable pdfs can be manipulated and changed during the routing process.
2. **Do not** send the requested documentation as a “secure” pdf, only submit as an unsecured pdf. Secured pdfs cause numerous issues throughout the approval process due to email permissions and restrictions.
3. Obtain the dean or department head’s approval **prior** to submitting to warrants@louisiana.edu.
4. Include and attach **all** supporting documentation to the foundation warrant prior to submitting to warrants@louisiana.edu

a. Required Documentation for Travel

- ✦ Approved Pre-approval of travel report or Unforeseen Expense Report (from Chrome River)
- ✦ Itemized receipts
- ✦ LaCarte Card statement
- ✦ Meal receipts must be itemized to include proof of payment. If paid a meal allowance, an itemized meal receipt with proof of payment is still required to be provided
- ✦ Mileage reimbursement must include a map of the destination from, the destination to, and the total miles for the calculation of reimbursement
- ✦ Donor meal reimbursements must include a list of guests and reason for visit with the donor
- ✦ Always include the IRS Business Justification reason/purpose within section 1 of the foundation warrant



FOUNDATION WARRANT

Clear Form

PLEASE TYPE OR PRINT CLEARLY

Upon proper execution of this warrant, the Foundation will render payment to the University or the payee indicated in Section 1 of this form.

✦ REQUESTOR CONTACT INFORMATION:

Date of Request	<input type="text"/>	Requestor Name	<input type="text"/>
Requestor ULID	<input type="text"/>	Requestor Phone	<input type="text"/>
Requestor Dept	<input type="text"/>		

1. PAYMENT INFORMATION:

Amount of Request	\$ <input type="text"/>	<input type="checkbox"/> Send check to UL Lafayette	<input type="checkbox"/> Send check to mailing address
Payee Name	<input type="text"/>		Payee ULID or attach W-9 <input type="text"/>
Mailing Address	<input type="text"/>		

IRS Business Justification for Request

5. Include a **detailed description** of the warrant in the body of the email prior to submitting to dean or department head and to warrants@louisiana.edu. The body of the email should include, at a minimum, the amount of the reimbursement and the payee.

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- a. If you are sending a single warrant for approval, please follow the email format below:

Good Morning/Afternoon,

Please approve the attached Foundation Warrant to reimburse \$201.60 to UL/Dr. Cajun for charges to Dr. Cajun's LaCarte.

*Thank you,
A Smith*

- b. If you are sending multiple warrants for approval, please follow the email format below by listing each warrant's information:

Good Morning/Afternoon,

Please approve the following:

Ragin Cajun Store \$1,000.00 – embellishments on apparel for John Doe

Ragin Cajun Store \$200.00 – printer ink charged on John Smith's LaCarte Card

Cox \$900.00 – cable services for finance department

John Doe \$750.00 – broadcast specialist for basketball

*Thank you,
A Smith*

6. If you are reimbursing a fund that begins with 24 or another fund that is foundation supported, upload a copy to the requisition or Chrome River report once the department head approves the warrant. This will inform the Comptroller that the reimbursement process has begun and the requisition/expense report will be approved.
7. **Always** respond to emails for supporting documentation or information received from Melanie Lindon or Paulette Gilger. A non-response will delay the foundation reimbursement process and the department or individual will not be reimbursed, or funds may be deducted directly from an employee through a payroll deduction.